

Rule 11. The record on appeal.

(a) Composition of the record on appeal. The original papers and exhibits filed in the trial court, including the presentence report in criminal matters, the transcript of proceedings, if any, the index prepared by the clerk of the trial court, and the docket sheet, shall constitute the record on appeal in all cases. A copy of the record certified by the clerk of the trial court to conform to the original may be substituted for the original as the record on appeal. Only those papers prescribed under paragraph (d) of this rule shall be transmitted to the appellate court.

(b) Pagination and indexing of record.

(b)(1) Immediately upon filing of the notice of appeal, the clerk of the trial court shall securely fasten the record in a trial court case file, with collation in the following order:

(b)(1)(A) the index prepared by the clerk;

(b)(1)(B) the docket sheet;

(b)(1)(C) all original papers in chronological order, beginning with the earliest-filed document on top and the last filed-document on the bottom;

(b)(1)(D) all published depositions in chronological order;

(b)(1)(E) all transcripts prepared for appeal in chronological order; ~~and~~

(b)(1)(F) a list of all exhibits offered in the proceeding; and

(b)(1)(G) in criminal cases, the presentence investigation report.

(b)(2)(A) The clerk shall mark the bottom right corner of every page of the collated index, docket sheet, and all original papers as well as the cover page only of all published depositions and the cover page only of each volume of transcripts constituting the record with a sequential number using one series of numerals for the entire record.

(b)(2)(B) If a supplemental record is forwarded to the appellate court, the clerk shall collate the papers, depositions, and transcripts of the supplemental record in the same order as the original record and mark the bottom right corner of each page of the collated original papers as well as the cover page only of all published depositions and the cover page only of each volume of transcripts constituting the supplemental record with a sequential number beginning with the number next following the number of the last page of the original record.

(b)(3) The clerk shall prepare a chronological index of the record. The index shall contain a

reference to the date on which the paper, deposition or transcript was filed in the trial court and the starting page of the record on which the paper, deposition or transcript will be found.

(b)(4) Clerks of the trial and appellate courts shall establish rules and procedures for checking out the record after pagination for use by the parties in preparing briefs for an appeal or in preparing or briefing a petition for writ of certiorari.

(c) Duty of appellant. After filing the notice of appeal, the appellant, or in the event that more than one appeal is taken, each appellant, shall comply with the provisions of paragraphs (d) and (e) of this rule and shall take any other action necessary to enable the clerk of the trial court to assemble and transmit the record. A single record shall be transmitted.

(d) Papers on appeal.

(d)(1) Criminal cases. All of the papers in a criminal case shall be included by the clerk of the trial court as part of the record on appeal.

(d)(2) Civil cases. Unless otherwise directed by the appellate court upon sua sponte motion or motion of a party, the clerk of the trial court shall include all of the papers in a civil case as part of the record on appeal.

(d)(3) Agency cases. Unless otherwise directed by the appellate court upon sua sponte motion or motion of a party, the agency shall include all papers in the agency file as part of the record.

(e) The transcript of proceedings; duty of appellant to order; notice to appellee if partial transcript is ordered.

(e)(1) Request for transcript; time for filing. Within 10 days after filing the notice of appeal, the appellant shall request from the court executive a transcript of such parts of the proceedings not already on file as the appellant deems necessary. The request shall be in writing and shall state that the transcript is needed for purposes of an appeal. Within the same period, a copy shall be filed with the clerk of the trial court and the clerk of the appellate court. If the appellant desires a transcript in a compressed format, appellant shall include the request for a compressed format within the request for transcript. If no such parts of the proceedings are to be requested, within the same period the appellant shall file a certificate to that effect with the clerk of the trial court and a copy with the clerk of the appellate court.

(e)(2) Transcript required of all evidence regarding challenged finding or conclusion. If the

59 appellant intends to urge on appeal that a finding or conclusion is unsupported by or is contrary to
60 the evidence, the appellant shall include in the record a transcript of all evidence relevant to such
61 finding or conclusion. Neither the court nor the appellee is obligated to correct appellant's
62 deficiencies in providing the relevant portions of the transcript.

63 (e)(3) Statement of issues; cross-designation by appellee. Unless the entire transcript is to be
64 included, the appellant shall, within 10 days after filing the notice of appeal, file a statement of the
65 issues that will be presented on appeal and shall serve on the appellee a copy of the request or
66 certificate and a copy of the statement. If the appellee deems a transcript of other parts of the
67 proceedings to be necessary, the appellee shall, within 10 days after the service of the request or
68 certificate and the statement of the appellant, file and serve on the appellant a designation of
69 additional parts to be included. Unless within 10 days after service of such designation the appellant
70 has requested such parts and has so notified the appellee, the appellee may within the following 10
71 days either request the parts or move in the trial court for an order requiring the appellant to do so.

72 (f) Agreed statement as the record on appeal. In lieu of the record on appeal as defined in
73 paragraph (a) of this rule, the parties may prepare and sign a statement of the case, showing how the
74 issues presented by the appeal arose and were decided in the trial court and setting forth only so
75 many of the facts averred and proved or sought to be proved as are essential to a decision of the
76 issues presented. If the statement conforms to the truth, it, together with such additions as the trial
77 court may consider necessary fully to present the issues raised by the appeal, shall be approved by
78 the trial court. The clerk of the trial court shall transmit the statement to the clerk of the appellate
79 court within the time prescribed by Rule 12(b)(2). The clerk of the trial court shall transmit the index
80 of the record to the clerk of the appellate court upon approval of the statement by the trial court.

81 (g) Statement of evidence or proceedings when no report was made or when transcript is
82 unavailable. If no report of the evidence or proceedings at a hearing or trial was made, or if a
83 transcript is unavailable, or if the appellant is impecunious and unable to afford a transcript in a civil
84 case, the appellant may prepare a statement of the evidence or proceedings from the best available
85 means, including recollection. The statement shall be served on the appellee, who may serve
86 objections or propose amendments within 10 days after service. The statement and any objections or
87 proposed amendments shall be submitted to the trial court for settlement and approval and, as settled

88 and approved, shall be included by the clerk of the trial court in the record on appeal.

89 (h) Correction or modification of the record. If any difference arises as to whether the record
90 truly discloses what occurred in the trial court, the difference shall be submitted to and settled by
91 that court and the record made to conform to the truth. If anything material to either party is omitted
92 from the record by error or accident or is misstated, the parties by stipulation, the trial court, or the
93 appellate court, either before or after the record is transmitted, may direct that the omission or
94 misstatement be corrected and if necessary that a supplemental record be certified and transmitted.
95 The moving party, or the court if it is acting on its own initiative, shall serve on the parties a
96 statement of the proposed changes. Within 10 days after service, any party may serve objections to
97 the proposed changes. All other questions as to the form and content of the record shall be presented
98 to the appellate court.

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